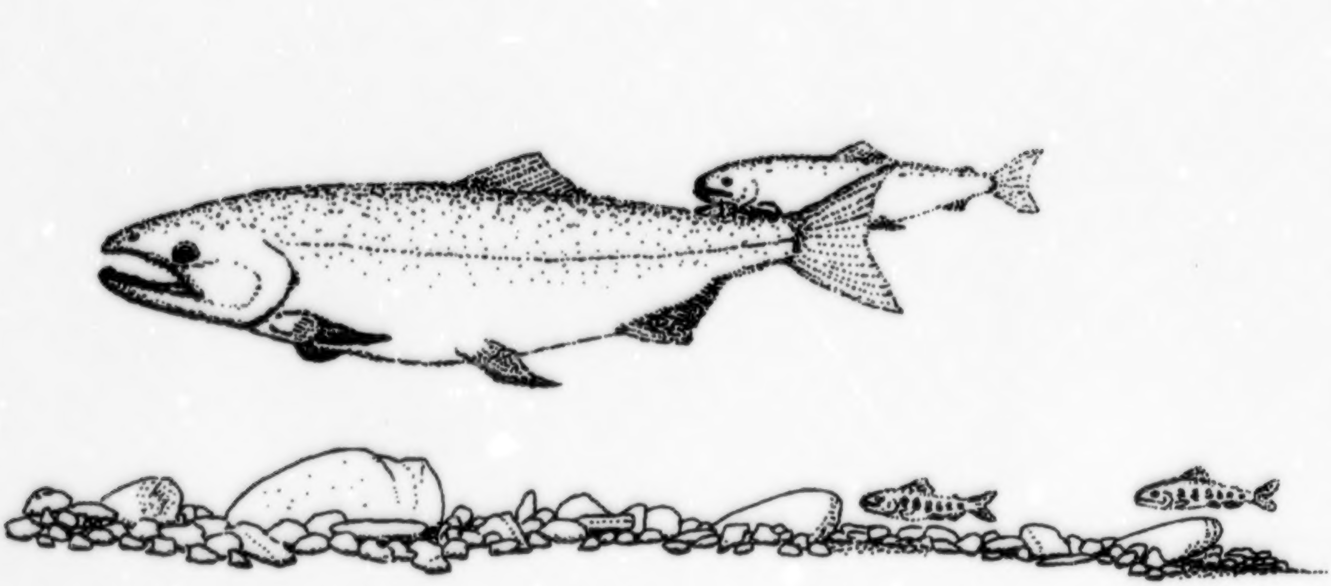
Chehalis Fisheries Restoration Program

Guidance for Project Proposals

Western Washington Office
Aquatic Resources Division

Lacey, Washington
May 1999



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INTRODUCTION

Thank you for your interest in the **Chehalis Fisheries Restoration Program (CFRP)**. The success of Chehalis Basin fish restoration depends largely on public involvement. This pamphlet will guide you through the process of becoming involved in the CFRP and obtaining CFRP funding. The CFRP is designed to implement the restoration recommendations from studies conducted under the Chehalis Restoration Act (Hiss and Knudsen 1993; Wampler et al. 1993).

The U.S. Fish and Wildlife Service/Western Washington Office (Service) in Olympia will continue CFRP facilitation and coordination. Through the review process, the Service ensures that appropriated funds meet good government practices in contracting and that projects are scientifically valid. When project proposals are received, the Service will review them to assure that they advance the program and that they are wise expenditures of public funds. Service personnel support CFRP projects by providing project consultation and coordination, assisting in proposal preparation and project design, facilitating the permit process when necessary, and developing the cooperative agreements and wildlife extension agreements necessary for federal funds transfer.

PROPOSAL SUBMISSION

Projects funded under this Request for Proposals will be for work beginning in the 2000 construction season.

Who May Apply:
Funding for CFRP projects will be considered for any entity who is otherwise eligible to compete for funds under this program, and federal grant programs in general.

PLEASE NOTE: We have implemented several changes to our proposal submission and project development procedures. Please review these new procedures carefully.

Summary and Rationale for the New Procedures
The basic changes are: 1) Elimination of a formal deadline for proposal submission; 2) Earlier Technical Review of proposals; 3) Parties encouraged to submit preliminary project ideas instead of fully developed proposals. (Full proposals will be accepted for review, but most proposals should be developed after consultation with CFRP staff.)

In 1997-98 we commissioned an independent review of the CFRP (Mendoza, 1998). A local consultant inspected projects, examined our project selection procedures, reviewed our monitoring protocols, and helped us gather additional information about the Chehalis basin. The final report recommended certain specific changes, and pointed out other areas for improvement. We have adopted some of the specific recommendations, and have also redesigned other parts of the CFRP to facilitate general improvements in program administration.

One of our main goals is to provide opportunities for CFRP staff to be more directly involved in project identification and design. This will help encourage the development of projects that best meet the goals, strategies and monitoring requirements of the CFRP. The new procedures should also help project sponsors develop the types of projects we are seeking. The earlier review of proposals will allow CFRP staff more time to develop agreements, and to complete Service internal compliance requirements.

Deadlines: We have eliminated a formal deadline for proposal submission. We will accept proposals and, preferably, preliminary project ideas at any time.

The following chart describes the proposal submission procedure.

1. You identify a potential project, preferably using the guidelines contained in this pamphlet.

2. Contact the CFRP coordinator **(Mike Kelly at 360-753-9560)** to discuss the potential project(s). The CFRP coordinator will indicate whether the project could be considered for funding, and will arrange a site visit.

3. Based on the site visit and discussions with the CFRP coordinator, you will complete project design, and prepare a proposal using the format in this pamphlet.

4. Once we have received an appropriate number of fully developed proposals we will submit them to our Technical Review Committee. You will be invited to present your proposal to the Technical Review Committee once we schedule the review meeting. The Committee will score the proposal and recommend whether or not the proposal should be funded, or whether additional information and review are required. (See *Proposal Review Process* on page 8.)

5. The Service will make final funding decisions, and you will be notified of your proposal's status. We will begin transfer of funds as soon as possible.

The earlier you contact us, the more likely you will be to receive funding during the current Fiscal Year. We will be able to give you an indication of the earliest possible date for you to receive funding. In some cases funds may be available as soon as we complete review of your proposal.

Receive additional information and mail proposals:

Contact Mike Kelly
Phone: (360) 753-9560
Fax: (360) 753-9407
Email: mike_kelly@fws.gov (Electronic copy of this pamphlet available by request)

If requested, mail eight copies of each proposal to:
U.S. Fish and Wildlife Service
WWO Aquatic Resources Division
510 Desmond Drive SE, Suite 102
Lacey, Washington 98503

IDENTIFYING A PROJECT

Projects designed to help restore wild spawning anadromous fish to the Chehalis Basin, including public education programs and scientific studies, will be considered. Some funds may also be available for design and planning of complex projects. However, most CFRP funds will be awarded for habitat restoration.

We expect to have $217,000.00 available for projects in FY2000. There is no specific limit on award amounts. Award amounts for individual projects have ranged from a few hundred dollars to over $60,000.00. Once a project is identified, contact the CFRP coordinator at **360-753-9560** to receive a preliminary indication of project eligibility.

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Priority Watersheds

We have developed the following new criteria for selecting watersheds in which we intend to focus restoration efforts.

Criteria for Selection of Priority Watersheds

- The watershed should be in relatively good condition.

  This allows low to moderate levels of habitat restoration and protection to have significant benefits. Since most of the heavily degraded streams have many different land use practices in their watersheds it is very difficult to identify the primary mechanisms that limit fish production. Also, since we are rarely able to work with all, or most, of the landowners in a watershed, heavily degraded streams often continue to degrade even as we are trying to restore them.

  Not only is it more cost effective to put our efforts into improving and protecting the watersheds that remain relatively healthy, but it makes sense ecologically. The watersheds that are currently able to support healthy runs of wild salmon can act as "reserves" or "refugia" for runs that can repopulate other watersheds through natural straying. Through our projects, landowner workshops, and project maintenance agreements we can improve conditions while helping to ensure that the watershed retains a measure of protection. Later we will support efforts in more degraded systems with the assurance that our best systems, at a minimum, will not suffer further rapid degradation.

- There should be a relatively high level of information available concerning the condition of the watershed and the mechanisms that have caused habitat degradation.

  Simply put, the more information we have, the better our ability is to design appropriate and effective projects.

- There should be several self-sustaining salmonid stocks present in the watershed.

  This criterion increases the value of the "reserve concept" mentioned above.

- The watershed should be of moderate size.

  We need to focus in watersheds that are small enough to allow us to complete significant amounts of projects over a given area, and large enough to provide real benefits to the Chehalis Basin as a whole.

- Watersheds with ongoing focused efforts should receive higher consideration.

  This increases our ability to leverage funds and complete more extensive watershed restoration.

Examples of watersheds/areas that meet some or all of the above criteria are: **Stillman Creek**, a tributary to the South Fork Chehalis; **Waddell Creek**, a tributary to the Black River; **Decker Creek**, a tributary to the Satsop River; and **Lower Chehalis River off-channel areas**. These watersheds will receive our highest priority for funding, technical assistance, and support for landowner outreach efforts. Other watersheds will meet these criteria to some degree, and the status of a given watershed may change with respect to some of the criteria. If you feel that your watershed of interest fits these criteria, please make the case in your initial project proposal, and the Technical Committee will consider priority status for that watershed.

Project Types Under Consideration

The following is a list of project types most commonly funded by the CFRP. The accompanying description will help you best meet the goals of the CFRP.

Livestock exclusion

Livestock exclusion fencing projects have historically been the CFRP's most common undertaking. However, there are currently draft riparian standards, developed by the Natural Resources Conservation Service and other agencies, that will likely become mandatory for our projects once they are officially adopted. We have suspended the funding of fencing projects until the new standards are finalized.

Riparian Revegetation

Revegetation efforts must include follow-up maintenance and replanting for 2-3 years after the original planting. Please account for this in your planning and budget. Landowner maintenance commitment is preferred. All plants must be native species that are, or were historically, present in the area. We will also consider funding for maintenance and replanting of existing projects.

Fish passage

Projects that seek to re-establish fish passage to streams and off-channel habitat are encouraged. You must demonstrate that there is indeed a barrier to fish migration, and indicate which species and life stages are blocked. You must also include an assessment of the quantity and quality of habitat available above the barrier. We will generally not fund alteration or removal of log jams for fish passage. We will not fund fish passage around natural barriers.

Off-channel ponds/refugia
We will consider funding for artificially created ponds, but prefer that existing off-channel areas be reconnected or protected. For artificially created ponds you must demonstrate that functioning and/or potentially restorable natural rearing areas are unavailable. Off-channel high-water refuge alcoves will also be considered for funding. Again, you must demonstrate that existing habitat is not available.
We funded a survey of existing off-channel rearing areas and wetlands associated with the lower mainstem Chehalis, Satsop, and Wynoochee Rivers. Survey results are summarized in a document by Ralph et al. (1994). This document provides locations and descriptions, and makes restoration recommendations for many acres of potential rearing habitat. You may view this document by contacting our office.

Instream habitat structures (Including woody debris, boulders, and log and rock weirs)
Instream habitat structures have the potential to significantly enhance fish habitat, but they also have a high potential for failure, and may even be harmful in some cases. For this reason we will demand a high level of justification, planning and monitoring for instream projects. We prefer the use of whole tree structures (rootwad and crown). We encourage the use of large "key-piece" wood, unanchored if practical.

We will generally not fund spawning pads, however logs placed with the goal of catching existing gravel are encouraged.

Up-slope sediment control (Including forest road obliteration, restoring natural runoff patterns, revegetation, and slope stabilization)
Local streambank instability and stream sedimentation are often symptoms of up-slope sediment source problems and altered hydrology. We would like to see more up-slope projects proposed rather than projects that simply seek to stabilize streambanks. Projects supported by Watershed Analysis are encouraged.

Bank stabilization
See the above comments under "Up-slope sediment control." We will consider projects using "bioengineering" techniques that seek to return banks to a more natural rate of erosion. You must demonstrate the habitat value of the project, and show that the problem is mainly due to on-site conditions. We are not likely to fund projects that seek to stabilize eroding banks on large streams and rivers.

Studies, habitat surveys, and evaluations (Including scientific studies, barrier/culvert analysis, and monitoring projects)
Chapter 7 of *Chehalis River Basin Fishery Resources: Status, Trends, and Restoration Goals* (Hiss and Knudsen 1993) details our information goals. Several types of much needed studies are recommended in this document. Please contact our office for a copy. Habitat surveys, such as culvert analysis, that are designed to facilitate future restoration projects will receive consideration. We will also consider graduate student assistance for studies that meet our information goals.

Public education and outreach

We currently fund a basin-wide watershed-topic newsletter (*Drops of Water*). We will consider other education projects for students, landowners, and the general public.

Other projects that we will consider for funding:

-Dike and fill removal intended to reconnect streams to their floodplains
-Spawning channels
-Non-native plant control related to fish habitat and riparian zones
-Silvicultural treatments including conifer release and interplanting
-Pre- and post-project monitoring
-Stream clean-up and garbage haul-out
-Necessary (and otherwise unfunded) maintenance and replanting of existing projects

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The list below describes the types of degradations that occur most frequently in a particular sub-basin. Use this list to identify restoration possibilities in your area.

Chehalis River Mainstem (Upper and Lower Basin)

- stream canopy reduction, bank erosion, streamside vegetation loss, livestock access.

Wynoochee Sub-basin (Wynoochee River, Black, Carter, Schafer, Sylvia, and Wedekind Creeks)

- bank erosion, excessive sediment in stream bed, stream canopy reduction.

Satsop Sub-basin (West, East, and Middle Fork, Canyon River, Decker, Dry Bed, and Bingham Creeks)

- bank erosion, streamside vegetation loss, stream canopy reduction.

Newman Sub-basin (Bush, Cloquallum, Mox Chehalis, Newman, Vance, Wildcat, and Sand Creeks)

- streamside vegetation loss, excessive sediment in stream bed, bank erosion, cattle access.

Porter Sub-basin (South, North, and West Forks Porter Creek, and Marcy Creek)

- streamside vegetation loss, bank erosion.

Gibson Sub-basin (Cedar, Gibson, Shelton, and Sherman Creeks)

- livestock access to streams, streamside vegetation loss, bank erosion, miscellaneous pollution input sources.

Black Sub-basin (Black River, Allen, Beaver, Dempsey, Mima, and Waddell Creeks, Bloom's Ditch)

- livestock access to streams, stream canopy reduction, streamside vegetation loss, bank erosion.

Scatter Sub-basin (Scatter and Prairie Creeks)

- stream canopy reduction, livestock access to streams, excessive sediment in stream bed, streamside vegetation loss.

Skookumchuck Sub-basin (Skookumchuck River, Eleven, Hanaford, Johnson, Salmon, Thompson, Twelve Creeks)

- stream canopy reduction, livestock access to streams, excessive sediment in stream bed, bank erosion, streamside vegetation loss.

China Sub-basin (China, Salzer, Coal, Dillenbaugh, and Berwick Creeks)

- livestock access to streams, stream canopy reduction, excessive sediment in stream bed, and streamside vegetation loss.

Newaukum Sub-basin (Newaukum River, North, Middle, and South Forks Newaukum River, and Lucas Creek)

- streamside vegetation loss, bank erosion, stream canopy reduction.

Stearns Sub-basin (Stearns, West Fork Stearns, and Ripple Creeks, 0943 tributary)

- streamside vegetation loss, bank erosion, livestock access to streams.

South Fork Chehalis Sub-basin (South Fork Chehalis River, Halfway, Hanlan, Lake, and Stillman Creeks)

- bank erosion, streamside vegetation loss, excessive sediment in stream bed, livestock access to streams.

Crim-Rock Sub-basin (Upper Chehalis River, Big, Crim, McCormick, and Rock Creeks)

- bank erosion, streamside vegetation loss, stream canopy reduction.

Elk Sub-basin (Eight, Elk, Little Elk, Ludwig, Nine, and Swen Creeks)

- bank erosion, stream canopy reduction, excessive sediment in stream bed, streamside vegetation loss.

Scammon Sub-basin (Bunker, Deep, Hope, Marcuson, Mill, and Scammon Creeks)

- streamside vegetation loss, bank erosion, livestock access to streams.

Lincoln Sub-basin (Lincoln and Independence Creeks)

- livestock access to streams, streamside vegetation loss, bank erosion, excessive sediment in stream bed.

Rock Sub-basin (Gaddis, Garrard, Kellog, Rock, and Williams Creeks)

- bank erosion, livestock access to streams, excessive sediment in stream bed, streamside vegetation loss.

Workman Sub-basin (Delezene, Eaton, Fuller, and Workman Creeks)

- stream canopy reduction, excessive sediment in stream, bank erosion.

PROPOSAL REVIEW PROCESS

A Technical Review Team consisting of specialists from agencies, tribes and the public sector is responsible for reviewing proposals for technical proficiency. The Technical Review Team will use a point system to determine whether proposals have an adequate design component, and to help determine the proposed project's potential for success. The point system will give the highest consideration to proposals that best satisfy the funding criteria and best meet CFRP goals. Technical reviewers will independently score each proposal. The Service will strongly consider the Technical Review Team's recommendations in selecting projects for funding.

Please note that your proposal will be rated by one of two sets of criteria, depending on the basic project type (either on-the-ground restoration-type, or information-type). Our emphasis will be to fund on-the-ground restoration projects, but some of the top rated information-type projects may be funded.

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HOW TO ADDRESS RATING CRITERIA FOR RESTORATION-TYPE PROJECTS

(Your responses are to be included in your proposal.)

ADDRESSES FACTORS LIMITING FISH PRODUCTION

Describe the potential of the project to produce net increases in wild salmonid populations. Projects perceived to have greater benefit-to-cost ratios will receive greater consideration. Demonstrate that the project addresses direct causes (as opposed to symptoms) of factors that limit fish production in the project's stream system. (For example, if your goal is to increase summer rearing habitat by adding woody debris, you need to demonstrate that elevated stream temperatures are not making the reach unsuitable for summer rearing.) Greater consideration will be given to projects that lead to increased numbers of wild spawning salmonids, without jeopardizing the biological or genetic integrity of existing stocks.

USE OF BACKGROUND INFORMATION

Describe how you used background watershed information for project planning. Indicate the information sources (For example, CFRP Habitat Degradation Survey (Wampler et al. 1993), Watershed Analysis, TFW Ambient Monitoring, WA Dept of Ecology TMDL studies, self-gathered information, etc.) Greater consideration will be given to projects that are the most well supported by background information.

ABILITY TO CREATE JOBS

Describe how your project will create jobs to help alleviate unemployment problems in the basin. Greater consideration will be given to those projects contributing to steady, meaningful employment. Describe the job types, expected earning levels, and how these jobs will be directed to local workers.

PROJECT EVALUATION

Describe the goals and measurable objectives of the project. All projects must include "implementation monitoring." That is, all projects are to be inspected periodically by the project proponent to ensure that they are adequately maintained and functioning. Indicate who will do the implementation monitoring, and provide an approximate schedule. Certain projects will be selected for "effectiveness monitoring" to determine increases in fish production, improved water quality, or other goals and objectives. The Service, in cooperation with the project proponent, will decide upon the level of effectiveness monitoring required for each individual project. Effectiveness monitoring may be implemented by direct additional funding to the proponent, by incorporation of the project into existing monitoring efforts, or by other means as available.

EXPENSES AND COST-SHARING

Describe the project cost outlay and how the project will match funds from other sources. Matching can be in the form of cash, volunteer labor, or donated materials or equipment. Projects proposed under CFRP can also be integrated with funding from other ongoing programs.

LANDOWNER PARTICIPATION

Describe the level to which the landowner is/will be involved with project planning, implementation, maintenance, monitoring and cost sharing. Greater consideration will be given to projects with more landowner "ownership." Include letters of commitment if available.

COMPATIBILITY WITH OTHER RESTORATION EFFORTS

Describe how your project is compatible with existing, or ongoing habitat restoration efforts. Describe how you will coordinate your efforts with other groups and citizens working in the watershed. Projects that link with existing work within a watershed, and develop cooperation and partnerships, will receive greater consideration.

LOCATION MEETS CRITERIA FOR PRIORITY WATERSHEDS

See pages 3-4 for details.

OTHER CONSIDERATIONS

Reviewers will, at their discretion, add or subtract up to 15 points from a proposal's score based on considerations not otherwise captured by the other rating criteria. Examples might include: past performance of project proponent, exceptional community involvement, future opportunities, and exceptional planning.

HOW TO ADDRESS RATING CRITERIA FOR INFORMATION-TYPE PROJECTS

(Your responses are to be included in your proposal.)

VALUE OF KNOWLEDGE TO BE GAINED

Describe the potential of the project to expand public and/or scientific knowledge of fishery related issues. Describe the value that this knowledge will provide to the resource.

COMPATIBILITY WITH CFRP INFORMATION GOALS

Describe how your project is consistent with the information needs outlined in chapter 7 of *Chehalis*

River Basin Fishery Resources: Status, Trends, and Restoration Goals (Hiss and Knudsen 1993). Please contact our office for a copy of this document.

ABILITY TO CREATE JOBS

Describe how your project will create jobs to help alleviate unemployment problems in the basin. Greater consideration will be given to those projects contributing to steady, meaningful employment. Describe the job types, expected earning levels, and how these jobs will be directed to local workers.

PROJECT EVALUATION

Describe the goals and measurable objectives of the project. For education projects, describe how you will evaluate student comprehension, or the program's effectiveness in providing information to the public. For scientific study projects, describe how data will be analyzed, and how the quality of the data will be ensured.

EXPENSES AND COST-SHARING

Describe the project cost outlay and how the project will match funds from other sources. Matching can be in the form of cash, volunteer labor, or donated materials or equipment. Projects proposed under CFRP can also be integrated with funding from other ongoing programs.

PUBLIC PARTICIPATION

Describe how the public/students will participate in the project. Indicate the number of participants. For scientific studies, describe how the information will be disseminated, and to whom.

MEETS NEEDS OF GEOGRAPHIC AREA

Indicate the location of the project, and describe how it addresses information needs for that particular sub-basin/geographic area. Adequately demonstrate that the project does not duplicate other programs in that area.

LOCATION MEETS CRITERIA FOR PRIORITY WATERSHEDS

See pages 3-4 for details.

OTHER CONSIDERATIONS

Reviewers will, at their discretion, add or subtract up to 15 points from a proposal's score based on considerations not otherwise captured by the other rating criteria. Examples might include: past performance of project proponent, exceptional community involvement, future opportunities, and exceptional planning.

PROJECT APPROVAL PROCESS

Streamlined funding may be available for a proposal if it meets all of the funding criteria, is designated as a priority project in Hiss and Knudsen (1993), contains adequate detail, has a reasonable budget, and/or is a continuation of a multi-year project. The Service may eliminate a proposal from consideration if the project is inappropriate, does not advance the CFRP, is not an appropriate use of public funds, or contains insufficient information. However, most proposals will be submitted to the Technical Review Team for ranking. You will be notified of your proposal's status, and may be asked to present your proposal at the technical review meeting (date and time to be announced).

After review and preliminary approval by CFRP staff, the Technical Review Team will score the proposals. CFRP staff will compile scores and present them to the CFRP Steering Committee for their review and comments. The Service will make final decisions, and announce awards as soon as funding is available. Certain elements of a proposal may not be funded, or specific adjustments may be made to a project's budget. No adjustments will be made without the approval of the primary sponsor of the project.

Restoration-type project proposals will be ranked according to the following criteria:

Criteria	Point Range	Importance Weight	Total Possible
-addresses factors limiting fish production	0 - 5	5	25
-use of background information	0 - 5	4	20
-ability to create jobs	0 - 5	4	20
-project evaluation	0 - 5	3	15
-expenses and cost-sharing	0 - 5	3	15
-landowner participation	0 - 5	2	10
-compatibility with other restoration efforts	0 - 5	2	10
-location meets criteria for priority watersheds (yes/no)			10
-other considerations			+/-15

Information-type project proposals will be ranked according to the following criteria:

Criteria	Point Range	Importance Weight	Total Possible
-value of knowledge to be gained	0 - 5	5	25
-compatibility with CFRP information goals	0 - 5	4	20
-ability to create jobs	0 - 5	4	20
-project evaluation	0 - 5	3	15
-expenses and cost-sharing	0 - 5	3	15
-public participation	0 - 5	2	10
-meets needs of geographic area	0 - 5	2	10
-location meets criteria for priority watersheds (yes/no)			10
-other considerations			+/-15

FUNDING PROCESS

After proposals are selected, a Cooperative Agreement between the Service and the primary sponsor of the project will be prepared. The Cooperative Agreement will specify the responsibilities of each party. Personnel at the Western Washington Office will facilitate this process. This initial paperwork must be signed by the project sponsor and returned to the Service as quickly as possible. Funds are generally deliverable to project sponsors one month after the Cooperative Agreement is signed. Funds will remain available for five years after completion of the Cooperative Agreement.

Funds may be requested on an advance, or reimbursement basis. Project sponsors can request an advance of up to 75% of the funded amount. The final 25% will be released upon final approval of the completed project by CFRP staff.

REQUIREMENTS FOR PROJECT IMPLEMENTATION

(The following items must be completed prior to project implementation.)

Cultural Resource and Environmental Contaminant Review

All Service-funded ground-disturbing projects must comply with both the National Historic Preservation Act of 1966, and the Service's pre-project environmental contaminant checklist. Most projects will require a site inspection by a certified Service-employed contaminants inspector. Some projects may require a site inspection by a federally contracted archaeologist. We will require additional information to complete the cultural resources questionnaire and the contaminants checklist if your project is selected for funding.

Please note that some landowners may not be comfortable with such inspections. Please make it clear to landowners that these inspections may take place. While the discovery of significant cultural resources may affect the scope of the project, it will not result in other land-use restrictions. Discovery of an environmental contaminant problem may also affect the scope of the project, and in many cases will cause its cancellation.

If cultural resources are found, the preferred treatment is to simply avoid the specific area when the project is implemented. It is rare that a stream restoration project cannot be modified to avoid an archaeological site. The archaeologist will write a report describing the site and submit it to the State Historic Preservation Office along with a description of how the site will be treated during project implementation. This site report is confidential, not only to protect the site from looting, but also for the protection of the landowner. Very rarely, if a site is significant and cannot be avoided, the Service will try to recover information from the site before it is impacted by the project. These "data recovery" projects are funded entirely by the government and cannot be conducted without the consent of the landowner. Please contact us if you have concerns.

If containers of toxic substances are found in the project area, the preferred treatment is to remove and properly dispose of the material. Spilled material and/or contaminated soil can present a more difficult clean-up situation. All clean-up costs are the responsibility of the landowner. Please contact us if you have concerns.

Endangered Species Act and NEPA Review

All Service-funded projects must comply with both Section 7 of the Endangered Species Act, and the National Environmental Policy Act (NEPA). Service staff will ensure compliance with these policies. You will be notified when compliance is achieved. Some projects may need to be modified in scope or timing in order to achieve compliance. If this is the case, we will consult with you to help make the necessary changes.

Landowner Agreements

A landowner agreement approved by the Service will be necessary for any projects conducted on private property. This document specifies that a landowner is providing an easement for wildlife habitat improvement, and agrees to maintain the project for 10 years.

The agreement will require the signature of the landowner, the primary project sponsor and a Service representative.

THE PROPOSAL FORM

(electronic copy available by calling 360-753-9560 or by email at mike_kelly@fws.gov)

Instructions

Please provide information in the spaces provided. If you adapt this format to your own document, please address each element in this order. Please type. If you need additional space, please attach separate sheets.

Project Name.

Provide a short name for the project.

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Project Sponsors.

Identify all project sponsors (including landowners) and cooperators. Include the addresses and telephone numbers of the primary sponsor(s) for the project.

Location.

Attach the following maps and diagrams:

- An 8 ½ x 11 inch copy from the corresponding USGS 1:24,000 scale topographic map, clearly showing the project area.
- A site map that clearly illustrates the project area and identifies the locations of all project elements (diagrams adequate to acquire Hydraulics Permits will suffice).

Also provide the following specific information:

- Stream name ____________________
- WRIA number of stream (from Phinney, L.A., and P. Bucknell. 1975. *A Catalogue of Washington Streams and Salmon*) _______________
- River mile of project location ______
- Section, Township and Range ________________________________
- USGS map quadrangle name ________________________________
- Driving directions to site (from Olympia)

Project description

Describe what will be done, how, by whom, and when in enough detail for reviewers to understand the size and scope of the project. The majority of the reviewers will not be able to see the site and will base their decisions on the information in the proposal.

Proposal rating criteria

Use the section **"How to Address Rating Criteria..." on pages 8-10.** Provide information for each of the criteria (except for the "Other Considerations" criterion), appropriate to your project type, in enough detail for reviewers to accurately score your proposal.

Costs and cost sharing. Outline the costs by: labor, materials, and other expenses (specify). Show which cooperators will pay for each cost or how the costs will be shared (See the example in Table 1).

Group	Activity(-ies)/ Element	Materials and Labor Breakdown	Cost to Coop.	Cost to USFWS
SUBTOTAL COSTS =				
TOTAL PROJECT VALUE/COST =				

Duration.
List the expected start and completion dates. Projects may span several years.

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Permits.

Indicate all the permits required. The primary sponsor must ensure that all applicable state and federal permits are acquired before work begins. (The Service will provide cultural resource, environmental contaminants, NEPA and endangered species review and consultation as described on pages 12-13.)

Table 1. Example setup of cost description.

Cost Description for Pumpkin Creek Woody Debris, Fencing and Revegetation

Group	Activity(-ies)/ Element	Materials and Labor Breakdown	Cost to Coop.	Cost to USFWS
Mud Shark Fishing Club	Coordination	70 hours @ $15/hr	250.00	800.00
"	Evaluation	Stream channel profiles and photo points	200.00	500.00
Salty's Consulting	Project Design	Draw plans, acquire permits		700.00
"	Project Report	Submit results		250.00
Mr. Green Genes Construction	Excavation	5 hours @ $85/hr		425.00
"	Spoils Moving	3 hours @ $85/hr		255.00
Sharleena's Fencing Co.	Riparian Fencing Supervision	12 hours at $12/hr (cost share)	72.00	72.00
"	Fencing Supplies and Equipment	2,000 feet @ $.90/ft		1800.00
YUDA MAN! (or Woman) Work Crew	Fencing crew	3 personsx4 daysx8 hrx$12	1152.00	
"	Native vegetation transplanting	3 personsx 3daysx8 hrx$12	864.00	
Orange County Lumber Trucking	Donate and haul rootwads		1000.00	
Short Forest Nursery	Plant materials	Native wetland species, willow and dogwood cuttings	150.00	150.00
SUBTOTAL COSTS =			3,688.00	4,952.00
TOTAL PROJECT VALUE/COST =			$ 8,640.00	

References

Hiss, J.M., and E.E. Knudsen. 1993. Chehalis River Basin Fishery Resources: Status, Trends, and Restoration Goals. U.S. Fish and Wildlife Service, Western Washington Fishery Resource Office, Olympia, Washington.

Mendoza, C.C. 1998. An Independent Review of the Chehalis Fisheries Restoration Program with Applications of Monitoring and Evaluation, and Project Site Selection. Aquatic Restoration Consultants. Olympia, Washington.

Phinney, L.A., and P. Bucknell. 1975. A Catalogue of Washington Streams and Salmon Utilization. Vol. 2. Coastal Region. Washington Department of Fisheries. Olympia, Washington.

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